

## **JOB POSTING**

**LOCATION:** City of Central Falls  
580 Broad Street  
Central Falls, RI 02863

**POSITION TITLE:** Community Development Manager

**DEPARTMENT:** Planning and Economic Development

**SALARY:** \$32,000-\$38,000 (depending on experience)  
Benefits Included

**POSITION TYPE:** Grant funded yearly/full-time/non-union

### **Job Purpose:**

Under general supervision of the Director, the Community Development Manager performs administrative duties in support of the Department's community development work, specifically management of the Community Development Block Grant (CDBG) Program in all its phases.

Work assignments are received from the Director and will include both specific tasks and work that is more general in nature and will accordingly afford a certain amount of latitude in the exercise of independent judgment in planning work details and method of execution. Work elements include writing, data collection, outreach, and the use of various types of computer software and programs including word processing, spreadsheets, databases, and desktop publishing. Work is reviewed in its broader aspects for compliance with the standards of relevant grant programs and principles of community planning.

Central Falls is a small city with a lean government. The Community Development Manager will join an energetic, focused team within the Department of Planning and Economic Development to achieve the City's growth objectives.

### **Position Description:**

The major areas directed are:

- Ensures municipal planning and community development operations and records are maintained in an effective, up-to-date, and accurate manner.
- Under the general direction of the Director, manages, administers, and coordinates community development grants activities for the City of Central Falls. Responsible for the

CDBG program development and administration and other related grant administration activities, and provides technical assistance to the department.

- Coordinates with consultants, contractors, City Hall staff and community partners in the completion of projects.
- Prepares bid specifications for projects. Assists staff in recommending approval of bids and contract awards to the Purchasing Agent.
- Conducts on-site project inspections; monitors project contractors for quality-of-work, timely completion, and compliance with applicable local regulations and guidelines and Federal requirements.
- Receives and reviews loan/grant applications. Makes recommendation to Director for approval of loans/grants.
- Performs other related duties as required.

#### **Position Requirements/Qualifications:**

- A passion for urban environments and diverse communities;
- Spanish, Portuguese and Capeverdean Creole speaking, reading and writing skills highly desirable;
- Detailed and demonstrable knowledge of the principles, practices, and techniques involved in city planning and community development including, but not limited to: managing community development projects; operating public-facing programs; administering capital improvements, comprehensive plans, urban redevelopment programs, zoning ordinances and land development regulations; administering planning projects; assigning and supervising the work of technical staff or contractors;
- Ability to develop and implement organizational systems. Ability to develop and administer grant programs;
- Experience or familiarity with US Housing and Urban Development (HUD) programs, and specifically the CDBG program preferred;
- Ability to communicate effectively and courteously; ability to establish and maintain effective working relationships with City officials and the general public; and
- Must be able to perform all essential functions of the job.

#### **APPLICATION INSTRUCTIONS:**

Cover letter, Resume and Application must all be submitted, either in person or mail at Central Falls City Hall, 580 Broad Street, Central Falls, RI 02863 – Human Resources Department OR by e-mail to [Ldias@centralfallsri.us](mailto:Ldias@centralfallsri.us).

Applications can be found on our website at [www.centralfallsri.us](http://www.centralfallsri.us) under Human Resources/Employment

**Deadline to submit: May 2, 2016 at 4:00 pm**